



SECURITY SMART:

Holiday Reminders (page 1 of 2)

November 2004



It's that mystical, magical time of year when our thoughts are turning to turkey and dressing, latkes and sugarplums. For many, the next two months will be a chaotic period of shopping, travel, visitors, festivities, cooking, religious observances and more shopping. Security incidents during these stressful times can be attributed to many factors including:

- Being in a rush
- Mild illnesses
- Increased workloads
- Operating outside your normal routine
- Multi-tasking
- Whining kids/spouse*

* Not based on empirical data but rather strong anecdotal evidence

**You can help avoid the stress of a security incident by remembering to
Stop and Think.**

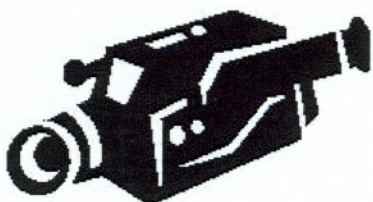
Before you drive onto Lab property: "What do I have with me that I usually wouldn't have that might be a prohibited article?"

- ~ The **antique muzzleloader** you bought for your husband that you can't hide in the house because he can sniff out any present even though he can't find matching socks in the sock drawer?
- ~ That delightful little **red wine** you found on sale at Smith's during lunch?
- ~ The **case of Bud** you bought to make it through your in-law's five day visit?



Before you walk/drive into a security area: "What do I have with me that I usually wouldn't have that might be a controlled article?"

- ~ Your **cell phone** so your parents can reach you when they arrive at the airport?
- ~ The **video camera** you used this afternoon at little Susie's Christmas Pageant? And yes, she was an adorable Angel.
- ~ Dad's nicely wrapped new **Palm Pilot** that you'll mail at lunch?
- ~ Your new, ever-so-tiny, **digital camera** given to you by a thoughtful spouse?
- ~ That cool watch your grandson gave you that has a **GPS capability**?
- ~ A surprise **package** from your Bubbe that you just picked up at the post office?





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Before working on a classified project:

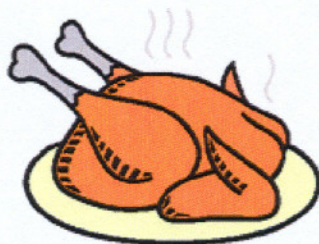
- ~ Do I know the **classification guidelines**? ("I don't usually deal with this but I guess George is on the CREM borrower's list...")
- ~ Am I **distracted**? ("Do I cook the turkey to 80 degrees or 180 degrees?")
- ~ Am I **rushed**? ("I will not miss my flight to Aruba!!!")
- ~ Am I **mentally acute**? ("I wonder if I'll stop sneezing if I take a sixth Benadryl?")

SECRET

Supervisors consider:

- ~ Limiting classified work Dec 20 – 23 when folks' thoughts are largely elsewhere. Banning non-duty hour work on classified projects during this time. (Why is anyone without visiting in-laws working overtime this time of year?)
- ~ Using a "buddy system" when working on classified projects the last day of work before a vacation.
- ~ Banning "unclassified" e-mails on classified projects the day before vacation.
- ~ Briefing workers who are "covering" for workers on classified projects on the classification guidelines.
- ~ Ensuring a qualified ADC is available when working on classified projects.
- ~ Issuing a "stop work" for employees on over-the-counter medication that may cloud their acuity.
- ~ Throwing on a second end-of-day check of classified repositories and VTRs. (What the hey! It's the holidays! Be generous!)

And please don't drink and drive.



HAPPY HOLIDAYS!